

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives  
Committee on Ethics

2013 SEP 23 PM 12:15  
EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Joel L. Brubaker
2. a. Name of accompanying relative: None ☐ or ☐ None ☐  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 9/6/13 Return: 9/8/13  
b. Dates at personal expense (if any): none ☐ or ☐ None ☐
4. Departure city: Washington Destination: Cambridge, MD Return city: Washington
5. Sponsor(s) (who paid for the trip): Main Street Partnership
6. Describe meetings and events attended: Attended briefings on legislation before US of Representatives
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☐ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☐ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☐ page 2 of the completed Traveler Form submitted by the employee; **and**
  - d. ☐ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 9/23/13

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Shelley Moore Capito DATE: 9/23/13

SIGNATURE OF SUPERVISING MEMBER: [Signature]

U.S. House of Representatives  
Committee on Ethics

☒ Original ☐ Amendment

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Main Street Partnership
2. Travel Destination(s): Hyatt Regency Chesapeake Bay - Cambridge, MD
3. Date of Departure: September 6, 2013 (9/6/13) Date of Return: September 8, 2013 (9/8/13)
4. Name(s) of Traveler(s): Joel Brubaker, Tim Kolpien  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	NA	\$587.94	\$238.23	NA
Accompanying Relative	NA	NA	NA	NA

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒
- I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature]

Name: David Thomas

Title: Executive Director

Organization: Main Street Partnership

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 325 7th Street, NW, Suite 610

Washington, DC 20004

Telephone number: 202-393-4353

Email Address: david@rmsp.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Joel Brubaker
2. Sponsor(s) (who will be paying for the trip): Main Street Partnership
3. Travel destination(s): Cambridge, MD
4. a. Date of departure 9/6/2013 Date of return: 9/8/2013  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: Katrina Brubaker
5. a. Will you be accompanied by a relative at the sponsor's expense? ☒ Yes ☐ No  
b. If yes:  
(1) Name of accompanying relative: Katrina Brubaker  
(2) Relationship to traveler: ☒ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☒ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As a Chief of Staff this event is valuable as it will discuss issues  
affecting 113th Congress and provide updates to important legislation.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 8/14/13

Shelley Moore Capito  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
Main Street Partnership
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
List attached.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: September 6, 2013 Date of return: September 8, 2013
7. a. City of departure: Washington, DC  
b. Destination(s): Cambridge, MD  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
  - N/A - trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- This event is a policy summit in which Main Street Partnership members will have the opportunity to collaborate and discuss issues facing the 113th Congress.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
13. Answer parts a and b. Answer part c if necessary.
- Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☒ Other ☐ (Specify: Personal vehicles.)
  - Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)
  - If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- \_\_\_\_\_
- \_\_\_\_\_
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
  - The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
Approximate cost of \$50 per day.
  - Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
The hotel is close enough to Washington DC so that all attendees can drive to the location.  
Reasonably priced while still offering sufficient facilities for the policy discussion events.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost per night: \$225
- Reason(s) for selecting: Proximity to DC
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_
- Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	NA	\$450	\$150
For each accompanying relative	NA	\$0	\$150

	Other Expenses: (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	NA	NA
For each accompanying relative	NA	NA

NOTE: Willful or knowing misrepresentations on this form  
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:  
a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A -- sponsor is an individual or a U.S. institution of higher education. ☐  
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒  
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: David Thomas

Name: David Thomas

Title: Executive Director

Organization: Main Street Partnership

Address: 325 7th Street, NW, Suite 610 - Washington, DC 20004

Telephone number: 202-393-4353

Email address: david@rmsp.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



K. Michael Conaway, Texas  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*

Charles W. Dent, Pennsylvania  
Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico  
Michael E. Capuano, Massachusetts  
Yvette D. Clarke, New York  
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

August 14, 2013

Daniel A. Schwager  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Jackie M. Barber  
*Counsel to the Chairman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

Mr. Joel L. Brubaker  
Office of the Honorable Shelley Moore Capito  
2366 Rayburn House Office Building  
Washington, DC 20515

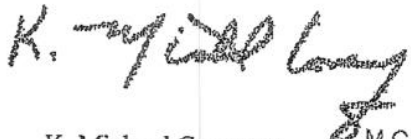
Dear Mr. Brubaker:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Cambridge, Maryland, scheduled for September 6 to 8, 2013, sponsored by the Main Street Partnership. We note that you will not be reimbursed for transportation expenses.

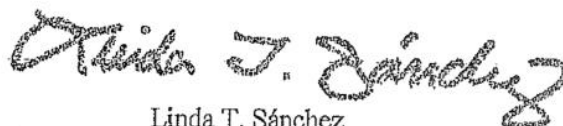
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

  
K. Michael Conaway  
Chairman

M.C.

  
Linda T. Sánchez  
Ranking Member

KMC/LTS:wfs

## MSP Policy Retreat Invite List

MEMBER OF CONGRESS	CHIEF OF STAFF	LEGISLATIVE DIRECTOR
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Ken Calvert	Dave Ramey	Rebecca Keightley
Dave Camp	Jim Brandell	Adam Pradko
Shelley Moore Capito	Joel Brubaker	Adam Tomlinson
Tom Cole	Sean Murphy	-
Chris Collins	Chris Grant	Eugene Patrone
Paul Cook	John Sobel	Justin Landon
Rodney Davis	Jen Daulby	Bobby Frederick
Jeff Denham	Jason Larrabee	Bret Manley
Charlie Dent	George McElee	Kristin Dini
Mario Diaz-Balart	Cesar Gonzalez	Miguel Mandoza
Sean Duffy	Pete Meachum	Bryan Blom
Mike Fitzpatrick	Athan Koutsouroumbas	Kyle Whatley
Jeff Fortenberry	Margaux Matter	Alan Feyerherm
Rodney Frelinghuysen	Nancy Fox	Kathleen Hazlett
Jim Gerlach	Annie Fultz	Lauryn Schothorst
Chris Gibson	Steve Stallmer	Brad Gentile
Michael Grimm	Chris Berardini	Aaron Ringel
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Lynn Jenkins	Patrick Leopold	Eric Schmutz
Bill Johnson	Mike Smullen	Patrick Orth
David Joyce	Dino DiSanto	John Miceli
Mike Kelly	Matthew Strola	Brian Kerkhoven
Peter King	Kevin Fogarty	Erin Ingraham
Adam Kinzinger	Erik Rayman	Josh Baggett
Leonard Lance	Todd Mitchell	John Tates
Tom Latham	James Carstensen	Jacob Parker
Frank LoBlundo	Mary Annie Harper	John Bressler
David McKinley	Mike Hamilton	Devon Seibert
Cathy McMorris Rodgers	George Poulos	Melanie Steele
Pat Meehan	Brian Schubert	Michael Kirlin
Tim Murphy	Susan Mosychuk	Brad Grantz
Erik Paulsen	Laurie Esau	Noah Jacobson
Erik Paulsen	Stacey Johnson (Deputy COS)	-
Tom Petri	Debbie Gebhardt	Debbie Gebhardt
Tom Reed	Tim Kolpien	Steve Pfrang
Dave Reichert	Jeff Harvey	Zach Rudisill
Jim Renacci	James Slepian	Jake Menefee
Scott Rigell	Chris Connelly	John Thomas
Jon Runyan	Stacy Barton	Joe Heaton
Aaron Schock	Steven Shearer	Mark Roman
Mike Simpson	Lindsay Slater	Nathan Greene
Steve Stivers	Adam Kuhn	Jesse Walls



MSP Policy Retreat Invite List

Lee Terry  
Pat Tiberi  
Mike Turner  
Fred Upton  
David Valadao  
Greg Walden  
Ed Whitfield  
Frank Wolf  
Todd Young

Mark Anderson  
Mark Bell  
Adam Howard  
Joan Hillebrands  
Tal Eslick  
Brian MacDonald  
Corey Hicks  
Dan Scandling  
John Connell

A.D. Johnson  
Brad Bailey  
Vincent Erfe  
Mark Ratner  
Chris Marklund  
Jillian Wheeler  
Taylor Booth  
Tom Culligan  
Emily Mueller

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House Committee on Financial Services  
House Committee on Ways and Means  
House Majority Whip  
Senate Energy Committee  
Senator John Cornyn

Shannon McGahn  
Brian Sutter  
Brian Worth  
Pasha Majidi  
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